



County of Erie

JOEL A. GIAMBRA
COUNTY EXECUTIVE

DEPARTMENT OF SENIOR SERVICES

PAMELA M. KRAWCZYK
COMMISSIONER

(716) 858-8544
FAX: (716) 858-7259

From time to time, the Department of Senior Services is able to make available funds for existing or new projects that fall within the Department's goals and objectives and address the needs of older adults in Erie County. An organization wishing to request funding for a new project, or for additional funds for an existing project, should file an initial Letter of Intent with the Department. If the brief proposal has merit, the Department may ask the requesting organization to file a full proposal, fill out a contract application form, or submit a modification to an existing contract budget. The initial letter of intent should follow the format outline below:

LETTER OF INTENT

The letter should be a one to one-and one-half page, single-spaced letter addressed to:

Commissioner
Erie County Department of Senior Services
95 Franklin St. Room 1329
Buffalo, NY 14202

It should include:

- a) a brief statement of what is proposed and by whom;
- b) a description of need (how do you know it's a need?);
- c) what is to be accomplished (outcomes);
- d) how it is to be accomplished (activities to be performed);
- e) anticipated cost over a specific time period (summary budget);
- f) plans for measuring the effect of the project/service (evaluation component).

There is no specific timetable for letters of intent; they may be submitted at any time. The Department will respond to the submission and inform the requestor whether or not the potential exists for funding. Letters of intent may be kept on file for future reference.